

INSTRUCTIONS TO APPLY FOR A VEHICLE EXEMPTION

These instructions pertain to a vehicle that is registered in, but out of the vehicle emissions testing area and unable to comply with the requirements of Chapter 1200-3-29. In such circumstances, for vehicles registered in Hamilton, Rutherford, Sumner, Williamson, or Wilson County, the State offers a temporary exemption from the vehicle emissions testing requirement. If you are registered in Davidson County, please call 615-340-5656 for county-specific information.

You must complete the Application for Vehicle Exemption Form in order to apply for a vehicle exemption from the emissions testing requirement. **You must have an actual physical address - PO Box is not acceptable.** Follow the steps below:

1. Submit your completed application form, a copy of your vehicle's registration or documents of purchase, and documentation showing the vehicle is out of the State or testing area (*For example:* copy of School Tuition Receipt, Utility Bill, Work Verification or Military ID) to the Division of Air Pollution Control for processing.

Your application and supporting documentation can be mailed, faxed or sent electronically:

Mailing Address: Division of Air Pollution Control
Mobile & Air Resources Management Program
9th Floor, L & C Annex
401 Church St
Nashville, TN 37243-1531

Fax Number: (615) 532-6817 Rutherford, Sumner, Williamson, & Wilson
(615) 532-0596 Hamilton County

Electronic: If available in electronic format, you may email your application and supporting documentation to:
vehicle.emissions.testing@state.tn.us

Do not return the application form to the County Clerk's office. This will delay processing and approval.

2. Upon receipt, the Division will review your application for completeness. **If the vehicle qualifies**, a Certificate of Compliance Exemption will be issued. The exemption can then be faxed directly to the County Clerk's office or mailed to your home address. Please let us know how you would like the exemption processed when you make your submittal. Hamilton County exemptions will be electronically available to the Clerk upon approval.
3. However it is processed, the Certificate of Compliance Exemption must be available to the County Clerk along with your vehicle's registration renewal information to obtain your vehicle's tags. The exemption, **good for one year**, serves as a temporary substitute for an emissions test while the vehicle is out of the area.

When the vehicle returns to the emissions testing area, it must be tested at any of the convenient locations (Access www.state.tn.us/environment/apc/vehicle/counties.php#locations for testing locations and hours.).

After you have your vehicle tested, mail or fax the Certificate of Compliance showing that the vehicle passed the emissions test to the Division of Air Pollution Control.

Failure to have the vehicle tested upon its return to the area may result in no future exemptions being granted.